

Te Kura o Rudolf Steiner Otautahi
Christchurch Rudolf Steiner School

19 Ombersley Terrace, Christchurch 2, New Zealand. Telephone 337-0514 Fax 337-0515

**MINUTES OF THE MEETING OF THE
BOARD OF TRUSTEES**

**Held at 6:00pm on
MONDAY 19 SEPTEMBER 2011**

PRESENT Wayne Martin, Barbara Newman, Thomas Proctor, Reinald Harmer,
Markus Benter-Lynch, Theo Thompson, Alan Cummins, Marcus Bekker.

IN ATTENDANCE Barbara Ford (Minute Secretary)

Wayne Martin chaired the meeting.

1. WELCOME AND VERSE:

The chair welcomed all present and the meeting opened with a verse.

2. APOLOGIES: Ann Holden Stainthorpe, Francis Fasso, Jayne Glynn.

3. FINANCE

3.1 Finance Report

T Proctor commented as follows on the Financial Statement for month ended 31 August 2011 which had been circulated prior to the meeting.

- Projected Surplus at 31/12/11 is \$17,500.
- Upper School and Kindergarten expenditure on target. Management under spent. Relieving staff budgeted \$25,000. Able to manage relief salaries so have surplus at end of year to add to \$17,500.
- Surplus can go towards IT upgrade and cooking room upgrade.

W Martin advised he has met with Fran and been through the payments. Staff under spends to be drawn to attention so spent by the end of the year. Some maintenance may be done under insurance from the earthquake damage. He also went through the July financials.

ACTION: Board to talk to CES re receiving more detailed and up to date reporting against budget.

4. CPG

4.1 Report

The report was emailed to BOT members and was taken as read. The following matters were raised and discussed:

- Board members would like to know more about how the Upper School operates, especially those whose children are not in US. T Proctor suggested it would be good to have another meeting with parents to provide more information to assist them with preparing their children for US. He suggested if there are specific questions they be provided to the US teachers prior to the meeting, which would be held before the end of the term.
- CAPNA – T Proctor explained the process to be followed if roll numbers remained low and teacher positions had to be reduced. At present some classes have no waiting list. Some classes have reduced since the earthquakes, however it was not known whether some would return for next year. Teaching positions for 2012 are based on the 1 July return. Discussed possibility of raising money to retain current teaching staff, although this could cause ongoing issues.
- English teaching position needs to be advertised as soon as possible.
- Website –to be updated and provide good information for parents to find out about the school and what it has to offer. Advertising is also to be undertaken.
- Property - burst pipe caused by June earthquake to be dug up and fixed. Area will be cordoned off during work.
- Letter written to Maxine following last month's meeting, was greatly appreciated.

4.2 Curriculum Review

English Department Report was circulated prior to the meeting and was taken as read. M Benter-Lynch noted it was a good balanced report. B Newman referred to the lack of

computers, and NZQA requirement for all English assessments to be done on word processors.

IT Progress - T Proctor advised that the new server had been put in. Students have said they did not want laptops or i-pads, just good quality basic computers. An application has been put in to Community Trust for funding for data projectors in each room.

ACTION: T Proctor to identify IT needs before next meeting, then external consultants be engaged to advise the school on what will best meet its needs.

4.3 Annual Plan Monitoring

Special Character to be reviewed in October.

5. "ENVIROSCHOOLS"

This is going ahead.

Motion: Moved Chair

That the meeting move into Public Excluded session for reasons of legal and professional privilege and to protect the privacy of natural persons. While in Public Excluded the Board discussed: National Standards.

Carried

OPEN MEETING

6. MOE CHARTER COMPLIANCE

Following receipt of a letter from the MOE stating that it did not believe the Board's charter complied with Ministry requirements, a meeting was held with two Ministry staff, T Proctor, A Holden-Stainthorpe and W Martin. The Ministry wanted three additions, namely:

- Add the word 'Maths' in national standards;
- Statement about Te Reo;
- Relate all statements to the NAGs.

ACTION: T Proctor to link to NAGs, send draft to Ministry asking if it is acceptable, then send to the Board to approve, then forward to MOE.

ACTION: Charter to be put on agenda at start of year, so Board members are more involved in putting it together.

7. PROPRIETOR REPORT

A Cummins reported that the offer on 40 Hawford Street had been withdrawn following advice that the seller was acting in bad faith.

T Proctor thanked the Proprietor for the efforts put into trying to acquire the property.

8. PARENT SURVEY

A set of questions is to be developed and sent to CPG. It was also suggested that newsletters celebrating student achievements in outside activities, should include information on how much input and support comes from the school.

9.1 Student Trustee Election

T Thompson reported that nominations close on 30 September with the election being held on 7 October. Four nominations have been received so far. It was advised that two students may wish to share the role. The Board felt this could be helpful, with one being co-opted. Issues such as attendance, voting, payments, both attending each meeting, being sorted out if necessary

9.2 Mid-Term Elections

Election to be held on 18 November. Information including dates to be put in the next Newsletter.

Motion: Moved T Proctor Seconded M Bekker

That the Board appoint CES to act as Returning Officer.

Carried

10. ADMINISTRATION

The minutes were circulated to members.

Motion: Moved T Proctor Seconded M Benter-Lynch

That the minutes of the meeting held on 22 August 2011 be approved as a true and correct record of the meeting. **Carried**

10.1 Matters arising, Action Points, Minutes 22 August 2011

The meeting went through the Action Points and updated as required.

July Minutes - Standby Power – Kindergarten

Marcus Bekker referred to the discussion at the July meeting when a decision was made not to look at an emergency diesel generator in the Kindergarten, believing it would not work. He was concerned that this decision was made when he was not present and had put in a considerable amount of work looking at options. It was decided to leave this matter for discussion at the next BOT meeting. In the meantime it was felt that with three classes in one room that would be sufficient warmth.

ACTION: To be discussed as an urgent item at the next meeting.

10.2 Meeting Day

Future meetings will be held on the fourth Thursday each month. R Harmer advised that he would not be able to attend meetings on that day, and reluctantly advised he would have to stand down from the Board. The Board thanked Reinald for his work on the Board.

10.3 Correspondence

A list of inward correspondence was attached to the agenda.

10.4 BOT-Publicity

W Martin to prepare information for the Newsletter.

11. PUBLIC EXCLUDED SESSION

Motion: Moved W Martin

That the meeting move into Public Excluded session for reasons of legal and professional privilege and to protect the privacy of natural persons. While in Public Excluded the Board discussed:

Staff Matter

Student Matter

Carried

There being no further business the meeting closed at 8.50 p.m.

Next meeting – THURSDAY 27 OCTOBER 2011 at 6 p.m. at the school.

APPROVED 27 OCTOBER 2011

Chairperson

**ACTION SHEET FROM THE MEETING OF THE
BOARD OF TRUSTEES
HELD at 6pm on
MONDAY 19 SEPTEMBER 2011**

By Who	Action	Reference	Due
Chairperson / T Proctor	Schooldocs	11.1 - Oct 2010	AGENDA for BOT Meeting - On going
F Fasso	F Fasso to contact Iwi to discuss funding from Ngai Tahu – feedback at next BOT Meeting	Whanau Group – November 2010	AGENDA for BOT Meeting – On-going
Board	Learning Languages to be discussed further after Parent Survey.	Strategic / Annual Plan – November 2010	AGENDA for September BOT Meeting
Chairperson	Employer Responsibility Policy to be ratified at next BOT Meeting	Policy Review – December 2010	AGENDA for September BOT Meeting
M.Bekker/ F.Fasso	Parent-To-Board Communication/ Surveying – sub-committee to be formed next year to discuss having a Mid Year Strategic Plan Review in Term 2	Parent-To-Board Communication/ Surveying – December 2010	AGENDA for September BOT Meeting
T Proctor/ John	Report to the next meeting on the IT Upgrade with more details of what is planned	6. - 9 May - IT Upgrade	AGENDA for BOT Meeting On-going
M.Bekker/ A.Holden Stainthorpe	The Policy including Complaints and Disclosure and report to the next meeting. Board to look at Complaints Procedure	6. Policy Review	AGENDA for BOT Meeting – On-going.
Treasurer/ T. Proctor	Install a travel fund in the budget at the next budget round	4 July-3.2 Audit	AGENDA BOT meeting October/November
Principal/ CPG	To make Ti Kanga Maori a part of the school's curriculum too	4 July - 4.2 Professional Development	November Planning Meeting
Finance Group	Talk to CES re receiving more detailed and up to date reporting against budget.	19 Sept – 3.1	
T Proctor	Identify IT needs before next meeting, then external consultants be engaged to advise the school on what will best meet its needs.	19 Sept – 4.2	October BOT
T Proctor	Charter Compliance - Link NAGS to Charter, send as draft to MOE & to Board for approval.	19 Sept – 6.	October BOT
Chair	Charter – put on agenda for discussion early in year so Board has more input into it.	19 Sept – 6.	January 12 BOT
Board	Standby Power – discuss as urgent item at the next meeting.	19 Sept 10.1	October BOT